

**COMMUNICATIONS SPECIALIST****(Regional Communications Liaison)****Public Information & Outreach Office***

**Applications must be received via mail, fax, e-mail or in person by
5:00 p.m. on June 20, 2003. POSTMARKS ARE NOT ACCEPTED.**

***This is a limited duration "project" position with funding through August 2004.**

THE JOB

The Regional Communication Liaison in Clark County will serve public health emergency planning regions 4 and 8, including Clark, Skamania, Cowlitz, Wahkiakum, Klickitat, Benton, Franklin, Walla Walla, and Yakima Counties, acting as a resource for coordinating public health emergency communication preparedness and response activities within the regions, and coordinating with lead state staff and other Regional Communication Liaisons. Examples of duties include providing critical public health information during an emergency; risk communication and related training opportunities to key staff; ongoing outreach to the general public and special populations on topics related to emergency preparation. Additionally, the Liaison will ensure coordinated public health messages and communication efforts between state, regional and local resources regarding topics related to emergency preparedness and response as well as providing communication support to the health department's efforts to respond to emerging diseases, infectious disease outbreaks and other public health issues as appropriate.

QUALIFICATIONS

The successful candidate will likely have a combination of education and experience equivalent to or including a Bachelor's degree with major course work in public affairs, public relations, communications, journalism or related field, and/or responsible experience in communications (3 to 5 years). Familiarity and/or experience with public health issues is preferred. All combinations of education, experience and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following strengths:

- Strong interpersonal communication and public relations skills, including knowledge of and experience in public participation principles and practices. Ability to interact tactfully and effectively with technical professionals, public and private officials, community groups and the general public.
- Excellent written communication and presentation skills. Ability to effectively develop and present information in any given format including news releases or other publications, visual displays, etc.
- Solid organizational skills and ability to complete projects within tightly established deadlines.
- Experience using basic desktop publishing programs, Power Point and MS Word is desirable.
- Experience in public sector environment and/or public health issues is highly desirable.
- Ability to travel, at times extensively, within the regions served is a requirement of this position, and the successful candidate will have a valid driver's license.

SALARY

The salary range is \$3,561 - \$5,029 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Letter of Interest:** (Pass/Fail) – All applicants must submit a letter of interest describing relevant background and experience in the areas described above.

3. Oral Interview: (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. *Please read application materials thoroughly to determine application requirements.*

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB HOTLINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Clark County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.

IMMIGRATION LAW NOTICE

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



Human Resources Department
1300 Franklin Street – 5th Floor/PO Box 5000
Vancouver, WA 98666-5000
PHONE (360) 397-2456 FAX (360) 397-2457
TDD (360) 397-6032
Email: hradmin@clark.wa.gov
WEB: www.clark.wa.gov

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CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

May we contact your current employer? Yes [] No []

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ **American Indian or Alaskan Native.** Tribal Affiliation: _____
☐ **Asian or Pacific Islander:**
☐ **Black (not of Hispanic origin):**
☐ **Hispanic:**
☐ **White (not of Hispanic origin):**

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

VETERAN: Yes ☐ No ☐

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian ☐ The Oregonian ☐ The Skanner ☐ El Latino de Hoy
☐ Seattle Times ☐ Asian Reporter ☐ Spokane Review ☐ The Olympian

Internet Sites:

- ☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website
☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

- ☐ Job Hotline ☐ Job Interest Card ☐ Clark County Bulletin Board ☐ College/Career Center Referral
☐ Acquaintance/County Employee ☐ Other: _____